

SIKKIM

GOVERNMENT

GAZETTE



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HUMAN RESOURCE DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
TASHILING, GANGTOK- 737101

No. 368/Est-I/HRDD

Dated :19.02.2007.

NOTIFICATION

In pursuance to the policy decision taken by the State Government for decentralization of powers to the Block Level, the Assistant Director, Human Resource Development Department, Government of Sikkim, posted at Block Administrative Centres (BAC) in the State is hereby delegated powers and broadly assigned duties and responsibilities as under :

1. The Controlling Officer of the AD, HRDD shall be the Block Development Officer (BDO) posted in the BAC who will report on him to the concerned District Deputy Director in the Human Resource Development Department, Government of Sikkim.

NOTE : A copy of all the Notifications, Orders, Circulars, Guidelines, Instructions etc. issued from any superior authority in the HRDD to the AD for his compliance or information shall be invariably endorsed to the BDO who will take note of such communications and act as required.

2. The AD, HRDD shall be responsible as the Controlling Officer of all the teaching and non-teaching personnels posted in the Government Lower Primary Schools, Primary Schools and Junior High Schools within the jurisdiction of the BAC, the Assistant Education Officer (AEO), Ministerial staff and the Accounts staff posted in the Office of the HRDD at the BAC and shall be competent to take disciplinary action against these employees under the Sikkim Government Service (Discipline and Appeal/Rules, 1985 and the Sikkim Government Servants' (Conduct) Rules, 1981 as amended from time to time.
3. The AD, HRDD shall be responsible for
 - (i) efficient functioning of all the Government Lower Primary Schools, Primary Schools and Junior High Schools within the jurisdiction of the BAC.
 - (ii) ensuring attendance, punctuality, discipline and devotion to duty of all the non-teaching and teaching staff posted in the BAC and the schools within the jurisdiction of the BAC.
 - (iii) Safety, maintenance and repairs of the school buildings and other buildings, if any, belonging to the HRDD within the jurisdiction of the BAC.

- (iv) taking effective actions to prevent encroachment, unauthorized occupation or misuse of any land belonging to any school within the jurisdiction of the BAC and to retrieve the school land under encroachment and/or unauthorized occupation.
- (v) implementation of all National Programmes related to Education and Literacy, like the Sarva Shiksha Abhiyan, Mid-day Meal, National Literacy Mission etc. in the Block in accordance with the policy and guidelines of the Government of India.
- (vi) maintaining cordial relations and close coordination with the Block Level functionaries of other Departments and the local Panchayats in implementation of the programmes/ schemes falling within the purview of the subjects under the Activities Mapping for the Panchayat at different levels.

4. The AD, HRDD shall maintain the personal files and Service Books of all the teaching and non-teaching personnels posted in the Government Lower Primary Schools, Primary Schools and Junior High Schools within the jurisdiction of the BAC and the personal files of the Ministerial and Accounts staff and the AEOs posted in the Office of the HRDD at the BAC.

5. The AD, HRDD shall be responsible for timely payment of salary and other dues admissible to the employees under his control.

6. In addition to the abovementioned assignments, the Assistant Director shall also carry out any other duties and responsibilities as may be entrusted to him by the competent authority from time to time.

By order and in the name of the Governor of Sikkim.

K.P. Adhikari
Secretary
Human Resource Development Department
Government of Sikkim